



CANNON BUILDING  
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**STATE OF DELAWARE**  
**BOARD OF FUNERAL SERVICES**

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<b>PUBLIC MEETING MINUTES:</b>	<b>BOARD OF FUNERAL SERVICES</b>
<b>MEETING DATE AND TIME:</b>	<b>Tuesday, November 25, 2014, 10:00 a.m.</b>
<b>PLACE:</b>	861 Silver Lake Boulevard, Dover, Delaware <b>Conference Room B</b> , second floor of the Cannon Building
<b>MINUTES APPROVED:</b>	<b>January 27, 2015</b>

**MEETING MINUTES**

**MEMBERS PRESENT**

Chad Chandler, Professional Member, President  
S. Keith Parsell, Professional Member  
Danna Levy, Public Member  
Duwayne Casini, Professional Member  
Jane Hovington, Public Member

**MEMBERS ABSENT**

Bill Torbert, Professional Member  
Mary Byrd, Public Member

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL**

Kevin Maloney, Deputy Attorney General  
Sheryl Paquette, Administrative Specialist III

**OTHERS PRESENT**

None

**CALL TO ORDER**

Mr. Chandler called the meeting to order at 10:02 a.m.

**REVIEW AND APPROVAL OF MINUTES**

The Board reviewed the minutes of the October 28, 2014 meeting. Mr. Casini made a motion, seconded by Ms. Levy, to approve the minutes. By unanimous vote, the motion carried.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**RATIFICATION OF LICENSURE**

None

**REVIEW OF RESIDENT INTERN REPORTS**

None

**REVIEW OF APPLICATIONS FOR LICENSURE**

None

**REVIEW OF APPLICATIONS FOR CONTINUING EDUCATION APPROVAL**

None

**COMPLAINT UPDATES AND CONSENT AGREEMENTS**

**COMPLAINT UPDATES**

None

**HEARING OFFICER RECOMMENDATIONS**

None

**CONSENT AGREEMENTS**

None

**ELECTION OF OFFICERS**

**President**

**Secretary**

Mr. Chandler called for nominations for Board President. Mr. Casini nominated Mr. Parsell. Mr. Chandler seconded the nomination. There were no other nominations for President. Ms. Levy asked Mr. Casini if he would accept a nomination as Board Secretary, and Mr. Casini agreed. Ms. Levy nominated Mr. Casini for Board Secretary. Mr. Chandler seconded the nomination. There were no other nominations for Secretary.

By acclamation, the new Board President is professional member Keith Parsell and the new Board Secretary is professional member Duwayne Casini.

**CORRESPONDENCE**

None

**JOINT SUNSET REVIEW PROCESS**

Mr. Chandler thanked all who worked on this process; especially Mr. Parsell and Mr. Maloney for the considerable amount of work performed by both.

**OTHER BUSINESS BEFORE THE BOARD** (for discussion only)

**State LRR Exam**

At the last meeting, the Board asked to review the questions on the State LRR Exam. Ms. Paquette contacted The International Conference of Funeral Service Examining Boards and they sent pricing information for reviewing the exam. That information was passed out to the Board and was reviewed. The Board felt it would be best to wait until after the next legislative session to review the exam.

**Wall Certificates**

Mr. Parsell said he received a 'wall certificate' suitable for framing when he received his initial Funeral Director's license. He asked if the Division still sends these out, and if they are signed by the Board. Ms. Paquette said she would look into the process.

**Embalming Reports**

Mr. Parsell said he was asked about the type of information listed on the embalming reports (i.e., specific names, cause of death, etc.). The Board discussed what information is requested and determined the

information requested was necessary with regard to the 'cause of death' and how it related to the embalming procedure that was completed.

**PUBLIC COMMENT**

None

**NEXT MEETING**

The next Board meeting will be held on Tuesday, January 27, 2015, at 10:00 a.m. in Conference Room B located on the second floor of the Cannon Building at 861 Silver Lake Boulevard, Dover, Delaware.

**ADJOURNMENT**

There being no further business, Mr. Casini made a motion, seconded by Ms. Levy, to adjourn the meeting at 10:23 a.m. The motion to adjourn carried unanimously.

Respectfully submitted,

A handwritten signature in cursive script, reading "Sheryl Paquette".

Sheryl Paquette  
Administrative Specialist III

*The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.*